



Application for Temporary Food Establishment Permit

Director

202-513-7217

Assistant Director

202-513-7226

National Capital

202-619-7070

Northeast

978-970-5033

Southeast

404-562-3124
x697

Midwest

402-221-3786

Intermountain

303-969-2921
303-969-2922

Desert Southwest

505-988-6040

Pacific West/Pacific

Islands/Alaska
510-817-1375
206-220-4270

Web Resources

NPS Public Health:

http://www.nps.gov/public_health/intra/

CDC:

<http://www.cdc.gov>

State and Local Health Departments:

<http://www.cdc.gov/mmwr/international/relres.html>

Directions:

The operator of **each** temporary food establishment (**TFE**) site must complete this application. The application must be completed and submitted to the NPS Representative (subject to Public Health Program (**PHP**) review) at least 30 days before an event.

In addition, using the attached Sketch Sheet, each operator must provide:

- a drawing of their temporary food establishment; (**Sketch Sheet 1**)

Date of Submission

Name of Temporary Food Establishment:

Name of Operator/Owner:

Mailing Address:

Telephone Number:

Name of Event:

Date(s) and Time(s) of Event:

Date and Time TFE will be set up and ready for inspection:

1. List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by the NPS Representative (subject to PHP review) at least **10 days** prior to the event.)

2. Will All Foods Be Prepared At The TFE Site?

____ **Yes** >> Complete **Attachment A**

____ **No** >> Complete **Attachments A & B**

You **Must** provide a copy of the current license for the permanent food establishment where the food will be prepared.

3. Describe (be specific) how frozen, cold, and hot foods will be transported to the Temporary Food Establishment:

4. How will food temperatures be monitored and maintained during the event?

5. Identify the sources of food to be served at the event. Also include the source of the ice:

6. Describe the number, location and set up of handwashing facilities to be used by the TFE workers:

7. Identify the source of the potable water supply and describe how water will be stored and distributed at the TFE.

8. Describe where utensil washing will take place. If no facilities are available on site, describe the location of back-up utensil storage.

9. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:

10. Describe the number, location and types of garbage containers at the TFE:

11. Describe the floors, walls and ceiling surfaces, and lighting within the TFE:

12. Describe how electricity will be provided, if needed, to the TFE:

13. Please add any additional information about your TFE that should be considered:

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the NPS Representative or NPS Public Health Program may nullify final approval.

Signature(s)

Date: _____

NPS Representative:

APPROVAL: _____ DATE: _____

Permit Restrictions:

Permit Effective Dates:

DISAPPROVAL: _____ DATE: _____

Reason(s) for Disapproval:

Reviewer Signature & Title

Date: _____

Sketch Sheet 1

Drawing of Temporary Food Establishment

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

Food Preparation at the Temporary Food Establishment

Attachment A

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package

Food Preparation at the Licensed Permanent Food Establishment

Attachment B

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package